

**Title:** Information Services

**Purpose**

This Section provides a description of the Information Services operations.

**Authority**

7 CRF 246

**Policy**

The Information Services Unit of the State WIC Program is responsible for the day-to-day activities of all computer systems supporting the WIC program.

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**I. Computer Systems Support**

- A. The Information Services Unit provides hardware and software environment to sustain the State Central Processing Computer, State WIC Office and local agency WIC systems, M-SPIRIT, AWACS (Agency Wide Accounting and Client System) and SABHRS fiscal support systems.
- B. The Information Services Unit runs unattended nightly processing which updates the Central Processing Computer system with certification, food instrument issuance and related bank payments and other updates to participant records. The Central Processing Computer is a master repository of the information held on local agency WIC systems. This information is used for monthly reporting, aggregating data and to rebuild clinic systems if necessary.

**II. Reports**

- A. Daily

The daily report provides information on clinic upload/download status and file transfer, possible dual participant, food instrument information and errors in processing, etc.
- B. Monthly
  - 1. Several monthly reports are run.
    - a. The WIC monthly reports provide information on participation data, potential duals, waiting lists, racial/ethnic data and food dollars spent.
    - b. The M-SPIRIT monthly report provides information to the M-SPIRIT section regarding food instrument information on a vendor basis to identify fraud and abuse.
    - c. The Infant Formula Rebate is run to identify amounts of formula that should be included in the infant formula rebate program utilizing the M-SPIRIT.
- C. Ad Hoc
  - 1. Frequently run at the request of state staff, local agency staff, legislature and other political parties.